

Dear Parent/Guardian,

Berwick College is looking forward to another great year of teaching and learning and would like to advise you of Berwick College's voluntary financial contributions for 2022.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. However, in order to provide the students with an appropriate level of service and facilities, we seek parent contributions to assist the College to provide an enriched learning and teaching program for every student. A summary of the various levels of contributions is detailed below for families to gain an understanding of the purpose of the charges.

The Department funding we receive contributes to the basic curriculum, however limits our ability to provide students with the level of resources and facilities we expect to provide our students. Therefore, your contribution allows us to provide appropriate resources in the following areas:

- Classroom and technology resources, such as air conditioners and projectors
- Maintenance of aging classroom facilities and equipment
- Welfare incursions
- College presentation nights activity days

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

Kerri Bolch

**Principal**

Phil Wightman

**College Council President**

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	<b>Amount</b>
High Achiever Program <ul style="list-style-type: none"> <li>Practice tests materials, coloured textas, markers, venue transport costs and equipment hire costs</li> </ul>	\$100
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
College Curriculum Consumables	\$230
<b>Tax deductible contributions</b>	
<b>Building fund.</b> A tax-deductible contribution to support renovations, upgrades, and maintenance of school infrastructure. (Suggested amount \$40)	
<b>Library fund.</b> A tax-deductible contribution to support book purchases and other equipment that sustain the library as a valuable resource. (Suggested amount \$15)	

### Booklist

Campion Books are the official suppliers of subject textbooks, the school recommends you purchase through their website.

### Extra-Curricular Items and Activities

Berwick College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
Basketball Academy	\$600
Dance Academy	\$600
Musical Instrument Hire and Band	\$360
School magazine/ yearbook+	\$15
Year 7 school camp	\$270
Year 7 Interschool Sports program \$15 per activity	TBA
Other Year 7 camps and excursions to be scheduled	TBA

### **Financial Support for Families**

Berwick College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
  - If you hold a means-tested concession card or are a temporary foster parent, you may be eligible for CSEF payments of \$225 per year
- Payment Plan (which must be finalised by Term 1)
- Centrepay

For a confidential discussion about accessing these services, contact our finance department via email [student.payments@berwickcollege.vic.edu.au](mailto:student.payments@berwickcollege.vic.edu.au).

### **Payment methods**

*BPAY* – Please contact the school office for Accounts to advise these details

CompassPay – available via your login details

Credit Card

### **Refunds**

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred, the Department's Parent Payment Policy and Guidance, Financial Help for Families Policy and any other relevant information.

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.